



# Employment Opportunity for College Graduates

## Revenue Auditor

**T**he Washington State Department of Revenue has several entry-level, professional job opportunities for recent or soon-to-be college graduates. College Career Graduate positions provide individuals with the experience and skills necessary for career advancement.

### Qualifications

A Bachelor's degree involving major study in accounting, business administration or allied field which includes 30 semester or 45 quarter hours of college-level accounting. College students who have met, or will meet these qualifications may apply.

### Position

Under close supervision, you will assist in auditing financial accounting records, and underlying source documents of small business firms at the taxpayer's place of business to determine proper tax liability and compliance with statutory and administrative tax authority.

Employees who maintain satisfactory job performance are guaranteed a permanent position under the State Civil Service Act.

### Advancement

The College Career Graduate is an in-training classification. Two weeks of formal training are given in conjunction with

one year of on-the-job training. Employees advance to Revenue Auditor 2 (\$2,551-\$3,256 monthly) after one year of satisfactory performance.

As a state employee, there are many opportunities for career advancement and growth. Washington State employees receive primary consideration for other jobs within state government. In addition, the Department of Revenue and the Department of Personnel sponsor training opportunities, enabling state employees to increase their knowledge and skills in a variety of areas.

### Benefits

In addition to periodic salary increases, state employees receive excellent benefits.

- ◆ Openings throughout Washington State
- ◆ Salary ranges from \$2,120-\$2,676 per month, depending on qualifications
- ◆ Excellent benefits
- ◆ Equal Opportunity Employer

### Vacation, holidays and sick leave

Vacation leave is accrued at the rate of 12 to 22 days per year, depending on years of service. A maximum of 30 working days of vacation leave may be accumulated. State employees receive 11 paid holidays annually. Paid sick leave is accrued at a rate of eight hours per month.

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## **Insurance**

State employees and their families are covered by Health Care Authority-approved medical, dental, basic life, and basic long-term disability insurance plans.

## **Retirement**

All full time state employees are members of the Washington Public Employees Retirement System. This system is financed jointly by monthly deductions from your gross pay and contributions made by the state. You may qualify for a service retirement allowance at age 65 with five or more years of service; or for a reduced allowance at age 55 with 20 or more years of service.

## **Credit Unions**

Membership is available to you in the credit unions organized for state employees, which provides a convenient service for saving or borrowing money. You can arrange for direct deposit of your paycheck, as well as repay loans through payroll deductions.

## **Department of Revenue**

The Department of Revenue was established in 1967, replacing a three-member commission. The agency is headed by a director appointed by the Governor, subject to approval of the Senate. The agency is headquartered in Olympia and has field offices in 15 cities. The Department employs over 1,000 people, including office workers, data processing

personnel, accountants, appraisers, auditors, economists, foresters, programmers, systems analysts and compliance agents.

The mission of the Department of Revenue "is to fairly and efficiently collect revenues and administer programs to fund public services, advocate sound tax policy, and continuously improve the quality of our services."

In fiscal year 1998, the Department collected \$10.9 billion in state and local taxes from approximately 481,500 registered excise taxpayers. The state taxes account for about 88 percent of all state revenues supporting the state general fund. Approximately \$1.5 billion was collected on behalf of local governments. Agency expenses averaged 74.7 cents for every \$100 of excise taxes collected; this is believed to be one of the lowest cost-to-collection ratios of any state revenue agency.

Excise taxes comprise the principal state taxes, including retail sales and use taxes, the business and occupation (B&O) tax on gross receipts, and selective taxes on sales of cigarettes, gasoline and liquor. Washington does not impose a personal or corporate net income tax.

In addition to the retail sales and B&O taxes, the Department also collects and administers approximately two dozen state tax sources; including public utility, timber excise, cigarette and tobacco products, leasehold, estate tax,

real estate excise, public utility district privilege taxes, the hotel/motel tax, a tax on food fish, hazardous substance tax, refuse collection tax, a tax on tires, and a fee on wood stoves.

**If you're interested or want additional information, please contact us. You may also mail or fax your resume to:**

Department of Revenue  
Employee Services  
PO Box 47463  
Olympia, WA 98504-7463  
Phone: (360) 570-6170  
Fax: (360) 664-0658

The Department of Revenue is an equal opportunity employer. Women, racial and ethnic minorities, persons of disability, persons over 40 years of age, and disabled and Vietnam era veterans are encouraged to apply. Persons of disability needing assistance in the application/testing process, or those needing this flyer in an alternate format, may call Eric Magbaleta at (360) 570-6181. Teletype (TTY) users please call (360) 664-0580.

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